



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-103**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Human Resources Specialist (Recruitment & Placement/ Compensation)	AFSC: 3S051	OPEN DATE: 16 August 2016	CLOSE DATE: 31 August 2016
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UNIT OF ACTIVITY/DUTY LOCATION: JFHQ, Joint Base Elmendorf Richardson, Alaska 99505	GRADE REQUIREMENT: Minimum: E5 Maximum: E6
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SELECTING SUPERVISOR: Mr. Brian Anderson	VACANCY: 828951	PHYSICAL PROFILE: PULHES – 333233
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AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**MUST HOLD AFSC**)

Area 2 Alaska Air National Guard members (**MUST HOLD AFSC**)

Area 3 Alaska Army and Air National Guard members (**MUST HOLD AFSC/MOS**)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Provides advice and support to managers, supervisors, and the Human Resources Officer on recruitment and placement matters for a variety of professional, administrative, technical and clerical occupations and for wage grade occupations.
- Assists in planning and administering the merit promotion and recruitment/placement program
- Identifies appropriate qualification standards to be applied, validates hire authority, develops position announcements, locates position applicants, develops candidate evaluation criteria and evaluates candidate eligibility, and refers qualified candidates for selection consideration.
- Reviews and verifies information on requests for vacancy announcements to assure correctness.
- Notifies candidates of the results of their application.
- Maintains necessary documents associated with merit placement, applicant supply, Department of Defense (DoD) Priority Placement Lists, and Over-graded Technician Listings.
- Accumulates and analyzes statistics concerning recruitment and placement function such as turnover rates, quit rates, promotions, minority hire rates, hiring lag time, etc
- Conducts exit interviews to identify potential program or management deficiencies.
- Uses information for analyzing trends, considering program adjustments, managerial/supervisory training needs, etc
- Assist in conducting long-range planning for projected mission and/or organizational changes to formulate a placement plan.
- Ensures required selection documentation and information contained thereon is correct including military compatibility; checks medical certificates and reports from references; checks security requirements; initiates select/non-select letters, etc.
- Counsels and registers employees in the DoD Priority Placement Program and/or OPM Interagency Placement Assistance Program as appropriate.
- Interprets and applies State pay setting tools such as highest previous rate rule and recruiting and retention incentives.
- Analyzes technician and payroll information to identify and resolve pay-setting errors or discrepancies.
- Sets rates of pay for General Schedule (GS) and Federal Wage System (FWS) technicians for appointments, transfers, promotions, changes to lower grade, and changes between GS and FWS pay systems.
- Provides advice on military technician compatibility issues and delegated personnel authorities.
- Provides guidance to supervisors, managers and military commanders on assignment of technicians to compatible military assignments.
- Ensures excepted technicians maintain the Military Occupational Specialty (MOS)/Air Force Specialty Code (AFSC) commensurate with the technician position held and are militarily assigned to the unit in which they are employed.
- Ensures current employees in non-compatible status obtain the proper AFSC/MOS and/or correct military assignment.
- Assists supervisors and management in achieving compatibility
- Initiates or recommends approval of appropriate waivers as required.
- Assists technicians with permanent change of station moves.
- Initiates transportation agreements.
- Completes travel orders authorizing various entitlements.
- Obtains necessary funds from NGB or state Comptroller as appropriate.
- Provides counseling to employees on entitlements, rights, and obligations.
- Coordinates with travel offices and employees to facilitate movement of household goods.
- Reviews requests for extension of temporary quarters and makes recommendations for approval.
- Initiates transportation agreements.
- Completes travel orders authorizing various entitlements.
- Assists in conducting reductions-in-force (RIF).
- Develops competitive levels and maintains retention registers.

- Evaluates qualifications and military assignment factors to reassign displaced employees.
- Assists in developing, coordinating, and maintaining state plans/guidance.
- Assists in educating commanders, managers, and supervisors on the various programs.
- Responds to inquiries on recruitment and placement related matters from the serviced workforce and coordinates with NGB-HR as required.
- Advises officers and airmen on military personnel issues and programs.
- Conducts interviews to determine individual interests, qualifications, and personnel data.
- Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression.
- Helps commanders develop career information and motivation programs.
- Manages selective reenlistment and career airman reenlistment reservation programs.
- Counsels airmen on reenlistment opportunities and benefits.
- Monitors retention programs and provides reports and statistics.
- Helps users determine training requirements, methods, and procedures.
- Creates, maintains, and audits personnel records.
- Records information in unit, field, and PDS records.
- Prepares and maintains personnel records, aeronautical orders, and personnel action requests.
- Prepares and processes documentation for administration of quality control programs.
- Reviews personnel records, and interviews individuals to ensure accuracy of information.
- Compares basic records with source documents, transaction registers, and management products.
- Inspects records, master personnel, and command and field personnel records.
- Reviews and processes evaluation reports.
- Performs personnel actions.
- Updates computerized personnel data.
- Conducts in and out processing.
- Manages the Virtual Out Processing vOP in the Military Personnel Flight.
- Monitors personnel readiness programs.
- Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment.
- Administers standard tests, acts as test monitor, scores tests, and records results.
- Prepares and processes correspondence, forms, and PDS transactions.
- Advises members on official and personal obligations incident to relocation, training, and promotion.
- Prepares and processes relocation actions.
- Processes documents required to support service awards and decorations.
- Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF).

INITIAL ELIGIBILITY CRITERIA

SECURITY CLEARANCE - **Secret (eligible to obtain)**

APTITUDE REQUIREMENT -Administrative – 41

STRENGTH APTITUDE – Demonstrated weight lift of 30 LBS

- Must be able to type a minimum rate of 25 words per minute (wpm)
- Ability to speak distinctly

PREFERRED QUALIFICATIONS

- Experience utilizing OPM Selection Manager, DCPDS, Fasclass.
- Experience in administering DoD Priority Placement Program.
- Experience in rating applications and resumes.
- Experience writing job announcements.
- Knowledge of OPM policies and regulations regarding staffing and classification.

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-4 are required by the Human Resource Office to determine initial qualifications.* All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status/World Wide Duty Statement
5. Cover Letter (optional)
6. Last 3 Enlisted/Officer Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 16-XX Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 16-XX

Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452/6457 DSN 317-384-4452/4457

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.